

# United States Mission Abuja

## Vacancy Announcement

No. 2009-006	Date: January 28, 2009	Ref:
Subject:	MECHANICAL ENGINEER - (A52023)	
Location:	ABUJA – FACILITIES MAINTENANCE OFFICE	
Applicability:	ALL INTERESTED CANDIDATES	

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Mechanical Engineer, FSN-10\*; FP-05\*

**OPENING DATE:** January 28, 2009

**CLOSING DATE:** February 10, 2009

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not Ordinarily Resident: US\$47,625.00 p.a. (Starting salary)  
(Position Grade: FP-05 to be confirmed by Washington)

Ordinarily Resident: N3,141,734.00 p.a. (Starting basic salary)  
(Position Grade: PSA-10)

\*In addition to the basic salary, all allowances will be paid  
in accordance with the Mission Local Compensation Plan.

**NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE  
REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR  
CONSIDERATION.**

The **U.S. Embassy Abuja** is seeking to employ a suitable and qualified candidate for  
Mechanical Engineer position in the Facilities Maintenance Office.

### **BASIC FUNCTION OF THE POSITION:**

The incumbent serves as the Senior Mechanical Engineer providing professional engineering services through planning, design, estimating and technical review of construction/renovation projects for the US Embassy in Abuja Nigeria. He or she will be responsible for the preparations of specifications, drawings, list of materials and construction cost estimates. Although a team of other engineers manages the non-routine, unusual or unprecedented, moderate complex maintenance operations for US Government owned buildings, equipment, facilities and associated grounds, incumbent will be the lead technical authority to the FM and Post Management for mechanical engineering-related services. These include fire suppression system, 215 tons of chilled water system, blowers ranging from 5 to 75 HP in size. Performs other related duties when required.

To obtain a copy of this announcement and the position description, please visit our Mission websites at:

<http://kss.irm.state.gov/sites/USEmbassyAbuja/HR/>

[http://nigeria.usembassy.gov/job\\_opportunities.html](http://nigeria.usembassy.gov/job_opportunities.html)

### **POSITION REQUIREMENTS:**

NOTE: All applicants **MUST address each selection** criterion detailed below with specific and comprehensive information supporting each criterion or the application will not be considered.

1. The following minimum level of education is essential before being considered for the position: Bachelors degree or equivalent post-degree qualification in mechanical or other appropriate field of engineering is required.
2. Three-five years of progressive experience as a mechanical engineer, out of which two years must be on supervisory level in maintenance operations, including inspection or planning.
3. Level IV (Good working knowledge) in both written/spoken English is required. Must be able to explain, comment/interpret various technical/ complex engineering tasks to non-expert English speakers
- 4 Knowledge of facility management, supervisory experience in one or more maintenance trades. Specialized training on York chiller equipment, basics of the BAS operations, programming with emphases on Invensys's, Niagara HVAC integrated systems and Siemens. CFC recovery reclaiming/equipment training
- 5 Comprehensive professional knowledge on the mechanical engineering field/ considerable knowledge of other related engineering fields. Must have a degree of knowledge on local building and understand U.S construction codes.



6. He or She must be able to supervise/provide technical guidance to a multi-trade work force while ensuring a quality timely work product. Incumbent must have the ability to establish effective working relationships with embassies Upper management staff, contractors/ officials.

### **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore it is essential that the candidate address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of the employment.
4. Currently employed NORs hired under a Personnel Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. Current employees who are qualified will be given preference.
6. Only successful applicants who meet the minimum requirements will be notified.
7. The Human Resources Office will **NOT** accept applications or resumes **submitted in U.S. Government official envelopes.**
8. **The minimum requirements must be adequately addressed in the cover letter of your application package. Failure to do so will disqualify your application.**

### **TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or  
a current resume or curriculum vitae that provides the same information as an OF-612;  
plus

2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.

**SUBMIT APPLICATION TO:**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja

**POINT OF CONTACT:**

Tel: 09-461-4000 Ext 4315  
Fax: 09-461-4036

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the

employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

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- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.



**CLOSING DATE FOR THIS POSITION: (February 10, 2009)**

The US Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**An Equal Opportunity Employer**

Approved:HRO: ABrown

Drafted:HR:SUguru/ca

Cleared:FM:OOcasio

Cleared:FMO:KDoyle